

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Career Trainee Graduation Ceremony

FROM: Stanley M. Moskowitz
Director of Training and
Education
1026 C of C

EXTENSION

NO.

DATE 18 JUL 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. ER
7E12 HQS

2.

3. Executive Director

4.

5. DDCI

6.

7. DCI

8.

9. D/OTE
1026 C of C

10.

11.

12.

13.

14.

15.

To DCI & DDCI :

This will be the first ever overall CT graduation exercise. Therefore, the ops course graduation was the graduation. But since many of the CTs do not go to the ops course, I and the DDCs have felt that another ceremony would be a good symbolic gesture. If the timing is not right, we can fix.

OTE 85-7535

18 JUL 1985

MEMORANDUM FOR: Director of Central Intelligence

VIA: Deputy Director of Central Intelligence
Executive Director
Deputy Director for Administration

FROM: Stanley M. Moskowitz
Director of Training and Education

SUBJECT: Career Trainee Graduation Ceremony

25X1 1. We would like to schedule a graduation ceremony for approximately ☐ career trainees who have recently completed the program and to invite you to address the group at this time. In the past, you have participated in the swearing-in ceremony for career trainees on their first day in the Agency, but have not met with them at the conclusion of the program. These graduating trainees represent all four directorates; their training program lasted about one year.

2. We would like you to make some brief remarks of an inspirational nature and to participate in presenting program certificates and a congratulatory letter to individual career trainees. Because these people are just beginning their careers in the Agency, we suggest you focus on what they can do to solve problems rather than on the problems themselves.

3. We have reserved Room 1A07 Headquarters for the morning, on both 13 and 14 August 1985. We propose 10 o'clock as the time for the ceremony on either day, depending on your schedule.

4. A listing of graduates and a sample certificate and letter are attached.

25X1
ILLEGIB

Stanley M. Moskowitz

Attachments:
As Stated

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SUBJECT: Career Trainee Graduation Ceremony

_____ I agree to address the graduating career trainees on
13 August 1985 at 10 o'clock.

_____ I agree to address the graduating career trainees on
14 August 1985 at 10 o'clock.

_____ I will meet with the graduating career trainees but
prefer a different date/time.

_____ I am sorry to decline.

Distribution:

Orig - Addressee (return to DTE) w/atts

1 - DDCI

1 - Exec. Dir.

1 - Exec. Reg. w/atts

2 - DDA

2 - DTE

1 - OTE Reg. w/atts

1 - CTD/OTE w/atts

25X1 OTE/CTD, [] ew (17 July 1985)

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